



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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September 21, 2009

MEMORANDUM FOR USU CIVILIAN FACULTY AND STAFF

SUBJECT: Personnel Absentee Policy for Seasonal or Suspected H1N1 Influenza

The purpose of this memorandum is to state the University's policy regarding current preparations for seasonal or suspected H1N1 influenza and associated sick leave. This policy is effective immediately until rescinded.

1. All USU personnel who suspect they have seasonal or H1N1 influenza (fever with cough or sore throat) should plan to stay at home.
2. The leave policy as outlined in USU Instruction 1410 remains in effect.
3. Personnel who suspect they have seasonal or H1N1 influenza during working hours should inform their supervisors, request appropriate leave, and leave the University campus, and seek medical attention.
4. In accordance with this policy and USU Instruction 1410, USU Faculty and Staff who suspect they have seasonal or H1N1 influenza should call their supervisor at the first sign of flu-like symptoms to discuss work or leave options. Employees with seasonal or H1N1 influenza must not return to duty until 24-hours after fever subsides without the aid of fever reducing medications. Also, if you have been absent three (3) consecutive days or more with seasonal or H1N1 influenza or to care for a family member with seasonal or H1N1 influenza, your supervisor may or may not request that you provide a medical certificate or physician's permission for return to work.
5. Supervisors are encouraged to work with those who must be away from the workplace to care for a family member to determine if work from home is a viable alternative. I encourage all supervisors to consider a temporary telework agreement on an ad hoc basis when feasible. An example of a telework agreement can be obtained from Civilian Human Resources (CHR). In some cases, taking annual and sick leave may be the only viable option. Personnel can work with their supervisors and CHR to request advanced sick/annual leave.

6. The following general guidelines should be followed to help ensure optimal medical care while minimizing the spread of seasonal influenza and H1N1.

a. When you have flu-like symptoms, plan to stay home. Staying at home when sick, except to get medical care or other necessities, is the best way to prevent the spread of disease.

b. Call or contact your doctor if you have a condition which puts you at high risk for complications from influenza such as asthma or other chronic lung or heart disorders, diabetes, etc.

c. Call 911 if you have any of the following emergency warning signs requiring urgent medical attention:

- (1) Difficulty breathing or shortness of breath (more than nasal congestion)
- (2) Pain or pressure in the chest or abdomen
- (3) Sudden dizziness
- (4) Confusion
- (5) Severe or persistent vomiting
- (6) Flu-like symptoms improve but then return with fever and worse cough

7. I recommend you review the CDC Website at www.cdc.gov on Seasonal Influenza Preparations to learn how best to prepare yourself and/or your family. Another great resource to help prepare for the upcoming flu season is the Influenza Stay at Home Tool Kit found at http://www.montgomerycountymd.gov/content/HHS/phs/communicabledisease/immunization/panflu/PDFs/Stay-At-Home_Toolkit.pdf.



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